

Appendix II

Maine DMR Shellfish Growing Area Classification Program: Water Quality Monitoring Site Certification Policy and Procedures

Volunteers who sample for the water quality program are required to complete a two part training; a classroom component which includes an introduction to the program, sample technique and QAQC requirements and a day in the field with a staff member verifying site locations for the run they will be assigned for that year.

If a volunteer group is new (sampled <8 times) it is expected that the field supervisor for each lab will complete the site certification regardless of which growing area those volunteers reside. If a veteran group has had new stations added to their current run the WQ specialist in charge of writing reports for that area will be required to complete the site certification for that run. If a group has sampled all stations within a run ≥ 8 times and has had no extra stations added to their run for the coming sample season any WQ staff familiar with that run can complete the site certification.

Site Certification with all volunteers

Volunteers will be required to complete part one and two of the training before they are able to sample for the DMR at the start of each calendar year. The sample schedule will be set so the first part of the annual training for volunteers will have been completed before their first sample date. The second part of the training or site certification will also be scheduled at or before a volunteer groups' first scheduled random run sample date of the season. If a volunteer has new stations in their assigned run and both trainings have not been completed staff will be required to complete the run until those volunteers have been certified. Exception to this rule will be for those volunteers who have sampled the previous year and no new stations have been added to the run for the coming season.

In the Field with New Volunteer

Conducted by: Field Staff Supervisors/Scientists

- Staff will be required to use their own start window to determine when to start sampling on this day.
- The field supervisor for each lab will be required to conduct this field site certification to go over and reinforce any and all questions about the program, site placement and sample technique with the new volunteers.
- Staff will direct and guide sampling effort; volunteer will dip bag and fill out datasheets with guidance from staff scientist.
- Staff will be required to fill out an evaluation checklist for the day.

In the Field with Experienced Volunteer with New Stations

Conducted by: Field Staff Specialist for that Growing Area

- Staff will be required to use the **volunteers** start window to determine when to start sampling on this day.
- Volunteers will direct staff to all known stations, will sample all bags and fill out datasheets.
- Staff will direct volunteers to new stations but volunteers will do the sampling; no GPS coordinates will be needed.

- Staff will be required to fill out an evaluation checklist for the day.

In the Field with Experienced Volunteer no New Stations

Conducted by: Any WQ Staff who is familiar with the stations in that run

- Staff will be required to use the **volunteers** start window to determine when to start sampling on this day.
- Volunteers will direct staff to all known stations, will sample all bags and fill out datasheets.
- GPS coordinates will be taken by staff member **whenever and at the location a sample was taken.**
- Staff will be required to fill out an evaluation checklist for the day.
- GPS coordinates will be required to be uploaded and results confirmed with to GIS layer in MARVIN by the staff member who conducted the site certification. A checklist verifying this will be filled out and sent to the volunteer coordinator within 5 days of the site certification.